

City of South Bend
Administration & Finance Policy Manual



2.10 Disbursement Policy

Effective: January 1, 2010

Purpose: This policy defines the fund disbursement practice and protocol for the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective January 1, 2010.

1.0 Policy Statement

The City of South Bend will establish and maintain a defined practice for disbursement of city funds in payment of payroll costs and liabilities, operating expenditures, debt payments, and other liabilities of the City of South Bend.

2.0 Disbursement Practice

It is the policy of the city to meet payroll requirements and settle payroll liabilities on a bi-weekly basis. Payroll tax and other withholding liability transfers will be affected within defined deadlines as established by taxing authorities or other entities.

The city will disburse funds in payment of claims and liabilities on a weekly basis. It is the intention of the city that claims and liabilities will be settled according to vendor invoice payment terms pre-arranged or on the face of the invoice. The city will take every effort to affect payment within these defined terms.

Unless noted otherwise as invoice payment terms, the city will settle claims within forty-five (45) days from the date of claim, timing dependent upon the accounts payable payment cycle.

The city will, as a policy, take advantage of any discount offered for early payment according to the terms established by the vendor. The city will take every effort to affect payment within these defined terms.

The city will disburse funds in payment of debt principal and interest, according to payment schedules established by the debt instruments.

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3.0 Disbursement Approval

All disbursements require the approval by the Controller and the City of South Bend Board of Public Works. Disbursement claims will be submitted to the Board of Public Works by the Office of the Controller on a weekly basis for approval prior to payment.